

U.S. Department of the Interior – Deputy Chief of Staff Katharine MacGregor

Meeting Proposal Information Form

***Please complete this form and send to lacey_smethers@ios.doi.gov**

If you have any questions, please call Lacey Smethers at 202-208-7437

To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter, we request that you answer the following questions before we will agree to schedule a meeting. Therefore, please provide your request in writing and answer the following questions either on this sheet or a separate one. The request will be submitted to the Ethics Office for review and determination.

Describe the type of meeting you are proposing (information sharing; status update; decision making; problem solving; innovation; etc.) and specifics:

Describe the action(s) you are seeking by the Deputy Chief of Staff:

Requested meeting date(s):

Contact information (Name, Email, Phone):

With which Bureau or Agency does your agenda most align? (Please list all, if more than one, and POCs.)

Please indicate whether the matter related to the request involves:

- ☐ a) Specific parties, such as a particular litigation matter, a specific permit decision, or a contract;
- ☐ b) A discrete and identifiable class of persons, such as a regulation or legislation that applies to a specific industry; or
- ☐ c) A broad and diverse range of persons, such as a resource management plan or broad legislation?

If you answered “a)” above:

- **Please identify the specific parties if possible:**

Please explain the time sensitivity of the request, if any, including what is driving the timing of the request, such as court-ordered or statutory deadline:

If the requested action involves the interpretation or application of a particular policy, regulation, or statute, please provide the underlying text along with any briefing material sufficiently in advance of any meeting so that it can be reviewed before the meeting.

Expected meeting participants (name, title, and organization):

If the Deputy Chief of Staff is unable to meet, is a surrogate desired? If yes, who specifically? Have you requested additional meetings with other Department of the Interior staff?

Please attach a proposed agenda.